



**CITY OF SOUTH PASADENA
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE
MINUTES – MAY 25, 2022**

CALL TO ORDER:

A Regular Meeting of the South Pasadena Festival of Balloons Committee was called to order by Vice-Chair Joe Payne on Wednesday, May 25, 2022, at 7:09 PM. The Meeting was held in person at the South Pasadena Senior Center.

ROLL CALL:

Present: Vice-Chair Joe Payne, Committee Members Rosemary Whitney, Michael McCully, Bob McClain, Michael Schlaifer, Joan Shaw, Robert MacTavish, Bill Glazier (via Zoom)

Absent: Chair Sam Hernandez, Committee Members Marlin Perry, Steve Lawrence, Erin Anderson, Marty Smith, Joan Payne, Jane Jackson

COUNCIL LIAISONS: Jon Primuth, Mayor Pro Tem - Absent

STAFF PRESENT: Melissa Snyder, Community Services Supervisor – Present

OTHER GUESTS: None

PUBLIC COMMENT AND SUGGESTIONS

- 1. Public Comment – General**
None

COMMUNICATIONS

- 2. City Council Liaison Communications**
None

- 3. Committee Chair Communications**
None

- 4. Staff Liaison Communications**
Community Services Supervisor Snyder provided save the dates for the theatrical performance scheduled for July 3, 2022. She provided an update on the Facility Use Permit and the increase in staffing costs from \$1,800 to \$2,800. She also let the Committee know that street signs and

flags were up on Mission and the banner would be up on Fair Oaks across from Bristol Farms as of June 6.

The Committee discussed moving preparing balloons on July 3 to 4:00 PM to allow members to attend the theatrical performance.

ACTION/DISCUSSION

5. Approval of April 27, 2022 Meeting Minutes

A motion by Committee Member Whitney, second by Committee Member McCully. Motion carries 8-0 to approve the minutes of April 27, 2022.

6. Presentation, Discussion and Recommendation regarding fundraising and building a website for the Festival of Balloons

Vice-Chair Payne led the discussion on the status of building a website for the Festival of Balloons. He stated Steve Lawrence has purchased the domain name, *festivalofballoons.org*, is gathering the information to update the website, and discussed option of who would own the domain name. The Committee briefly discussed current fundraising and that the Community Services Department will budget for Festival of Balloons for Fiscal Year 2022-2023. The Committee did not provide a recommendation regarding fundraising. A motion by Committee Member McClain, second by Committee Member Shaw. Motion carries 8-0 to accept the proposal to create the Festival of Balloons website.

7. Committee Discussion and Updates

Parade/Security/Posters – Vice-Chair Joe Payne

Vice-Chair Payne reported on the following: Waiting on responses from local dignitaries, Congresswoman Judy Chu will be in attendance; Will be meeting with the Police Department, Fire Department, and Public Works to coordinate day of events and security; Working on finalizing parade route; Received 95 posters, will work with SPARC to put up poster, and will present winners of the contest at the City Council Meeting scheduled for June 1.

Fireworks/Stadium/Special Event Coordinator – Marty Smith (Absent)

Vice-Chair Payne reported that the Committee will need to perform a site walkthrough with pyro as the gates are too small to fit a truck through.

Food Booth – Jane Jackson (Absent) and Rosemary Whitney

Committee Member Whitney stated no update as the committee has confirmed four food booths.

Cars – Marlin and Tracey Perry (Absent)

Vice-Chair Payne reported that the Committee will need a reliable source for cars in the future now that the Santa Anita A's will no longer be available.

Decorations – Rob and Clare Williams (Absent)

Vice-Chair Payne reported that the Woman's Club of South Pasadena may be interested in taking on responsibilities of decorations in the future.

Parks/Sound/Youth – Bob McClain

Committee Member McClain will reach out to Deputy Community Services Director Hakobian to see if any Youth Commissioners will be available to volunteer.

Programs/Publicity – Bill Glazier and Steve Lawrence (Absent)

Committee Member Glazier provided an update on the program within the newspaper that will include an overview of the parade, the theatrical performance, firework show, food booths, pancake breakfast. Committee Member Glazier recommended Vice-Chair Payne to get a photo of the poster winners to include in the newspaper. Additionally, Committee Member Glazier asked for Committee Member McClain’s assistance gathering Boy Scout volunteers to help with distribution.

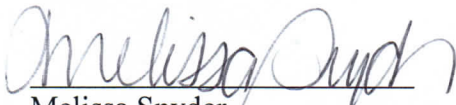
Tickets – Robert MacTavish and Lindy Yuen (Absent)

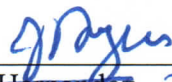

Committee Member MacTavish provided an update on the following: Price for presale tickets will be \$11.00 and at the gate tickets will be sold for \$13.00; The Committee will look into getting more Squares to take credit card payments; Committee Member MacTavish stated he will reach out to Committee Member Smith for assistance with iPad for ticket sales on the day.

ADJOURNMENT

The meeting adjourned at 8:12 p.m. The next meeting will be held on June 22, 2022, at 7:00 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Festival of Balloons Committee of South Pasadena at the Meeting held on June 22, 2022.


Melissa Snyder
Community Services Supervisor


Sam Hernandez

Co Chair Festival of Balloons Committee